3.1.2 Registration, Enrollment and Academic Progress: Implementation

Last updated on:
Students are responsible for enrolling themselves for the appropriate number of units each term. Students submit their quarterly study lists in Axess.

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1. Quarterly Registration
2. Academic Progress
3. Summer Quarter Enrollment
4. Tuition Adjustments

1. Quarterly Registration

<table>
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<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Takes the necessary steps to clear any holds on registration (holds are</td>
<td>Student</td>
</tr>
<tr>
<td>viewed in Axess).</td>
<td></td>
</tr>
<tr>
<td>2. Meets with and advise each student as to departmental requirements,</td>
<td>Advisor/ Department or</td>
</tr>
<tr>
<td>academic progress and enrollment.</td>
<td>program</td>
</tr>
<tr>
<td>3. Prior to the start of the quarter, petitions to department or program if</td>
<td>Student</td>
</tr>
<tr>
<td>planning to enroll in fewer than 8 units during the academic year.</td>
<td></td>
</tr>
<tr>
<td>4. Sends an email reminder to all students before the quarterly deadlines,</td>
<td>Registrar</td>
</tr>
<tr>
<td>with a copy of this communication to the student’s department.</td>
<td></td>
</tr>
<tr>
<td>5. Submits a study list in Axess before the Preliminary Study List deadline</td>
<td>Student</td>
</tr>
<tr>
<td>(NOTE: Student will be charged a late study list fee for filing a study</td>
<td></td>
</tr>
<tr>
<td>list after the Preliminary Study List deadline).</td>
<td></td>
</tr>
<tr>
<td>6. Regularly runs reports to monitor students’ timely admission to</td>
<td>Department</td>
</tr>
<tr>
<td>candidacy, expiring candidacy, and other academic milestones.</td>
<td></td>
</tr>
</tbody>
</table>

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# 2. Academic Progress

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assumes responsibility for knowing and understanding degree requirements (e.g., reads appropriate departmental correspondence and publications).</td>
</tr>
<tr>
<td>2.</td>
<td>Develops and discusses the plan for accomplishing requirements in a timely manner.</td>
</tr>
<tr>
<td>3.</td>
<td>Monitors student grades and academic progress. (Uses “Graduate Minimum Progress Report” in PeopleSoft Manage Student Records&gt;Manage Academic Records, and select Report&gt;Grad Stud Min Prog Audit&gt; Grad Stdt)</td>
</tr>
<tr>
<td>4.</td>
<td>Regularly runs reports to monitor students’ timely admission to candidacy, and to monitor expiring candidacy and master’s eligibility (see description related to each degree, Section 4 of this handbook). Where appropriate, place an Academic Enrollment hold on the student’s registration (see GAP 5.5, Enrollment Holds [1]).</td>
</tr>
</tbody>
</table>

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# 3. Summer Quarter Enrollment

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Documents requirements for summer enrollment, if any.</td>
</tr>
<tr>
<td>2.</td>
<td>Advises department of plans for summer enrollment, on-campus employment (including assistantship appointments), etc.</td>
</tr>
<tr>
<td>3.</td>
<td>Communicates with students regarding summer enrollment, particularly for impact on financial support or visa requirements.</td>
</tr>
<tr>
<td>4.</td>
<td>In the event an enrolled student wishes to cancel Summer quarter enrollment, submits the Annulment of Summer Registration form to the Registrar after gathering the necessary signatures from department. Note: Students who are admitted to begin their studies in Summer quarter, i.e., a Summer Term admit, may not cancel summer enrollment. If they do, they will be required to reapply to start in Fall quarter.</td>
</tr>
</tbody>
</table>

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# 4. Tuition Adjustments
<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. To transition to TGR status, prepares the <a href="http://www.stanford.edu/dept/registrar/pdf/tgrreq.pdf">Request for Terminal Graduate Registration Status</a> form, submits to department for approval and then for to Registrar’s office at the Student Services Center for review.</td>
<td>Student</td>
</tr>
<tr>
<td>2. To request a one-time only tuition reduction during final quarter of degree program, prepares the <a href="https://stanford.box.com/v/part-time-enrol-grad-stu">Graduate Petition for Part-time Enrollment</a> and submits to department for approval. Student must then submit form to Registrar’s office at the Student Services Center for review.</td>
<td>Student</td>
</tr>
</tbody>
</table>

**Source URL:** https://gap.stanford.edu/handbooks/gap-handbook/chapter-3/subchapter-1/page-3-1-2

**Links**